

UT - Martin Procedure: FI0112-M Budgeting Current and Unrestricted Funds	
Version: 1	Effective Date: 07/19/2019

1. PURPOSE

Departments reconcile monthly and are asked for adjustments to operating budgets during budget hearings, probable budgets, and revised budgets with deadlines listed on the Budget and Management Reporting website.

The salary budget is reconciled by Budget and Management Reporting using the salary budget reconciliation report. Errors are identified and compared with anticipated discrepancies from appointment letters that do not match salary budget for the position or with prior salary budget reports to determine discrepancies. Needed adjustments are made, and the salary reconciliation report is run again to show no discrepancies.